



# MINUTES

## Strategic Planning Committee

<b>DATE</b>	February 20, 2002
<b>TIME</b>	10:00 AM
<b>LOCATION</b>	Kinkead Building, 6 <sup>th</sup> Floor Conference Room Carson City
<b>RECORDER</b>	Emily Matthews

### ATTENDEES

Name	Attend ✓	Name	Attend ✓
Chair – Mike Hillerby, Governor’s Office		Co-Chair –Mark Blomstrom, DoIT	✓
Stan Gillie for (Chuck Chinnock), Tax	✓	Terry Savage, DoIT	✓
Jim Demme, NDOT		Scott Sisco, Cultural Affairs	
Myla Florence, DETR	✓	Tom Stephens, NDOT	
Sara Jones, Cultural Affairs		P. Forrest Thorne, PEBS	✓
Alisanne Maffei, DoIT		Doug Walther, B&I	✓
John E. Neill, NDOT	✓	Ginny Lewis, DMV	✓
Beau Pankiw, SOS		Dana Mathiesen, DMV	✓
Kathy Ryan, DoIT	✓	Freeman Johnson, CNR	✓

### CALL TO ORDER

#### I Introduction

- Mike Hillerby is in Vegas so Mark Blomstrom will stand in as Chair
- Please check minutes as some may be missing pages due to a copier malfunction.
- Members introduced themselves and the agency they represent.

#### II Review and Approval of the Minutes.

- The members reviewed the minutes of the January 16<sup>th</sup> meeting. There were no additions or corrections. A motion was made for approval and was seconded; the voters then approved the minutes unanimously.

#### III DISCUSSION

##### Charter – Draft 2.0

- 3 new issues were added as 4.0 under the heading of “Guiding Principles”. **4.0 GUIDING PRINCIPLES**

*The Committee shall be guided in its mission by consideration of the following principles:*

- *The business needs of the state, on behalf of the public, shall drive information technology systems, not the reverse.*
  - *The cost of information technology shall be continuously weighed against the benefit derived.*
  - *State data and information generally belongs to the public. As a public trust, data and information shall be protected from harm and misuse, and accessible as ~~mandated~~ provided under state and federal law.*
- It was agreed to insert the word “decisions” into the second bulleted item to read, “...technology decisions shall be...”
  - The Structure section needs to be renumbered as 6.0 rather than 5.0.

Myla Florence, DETR moved to approve the charter as corrected. Freeman Johnson, CNR seconded the motion and the charter was approved unanimously.

#### **Draft Ranking of Top Ten IT Issues**

- Attached to the minutes is an updated copy of the Top Ten IT Issues list. The items have been arranged according to ranking.
- Doug Walther, B&I, wanted to expand on the descriptions of the items to include goals and desired outcomes as well as ways to accomplish these goals. This would be covered under a separate agenda item later in the meeting.
- There was a consensus to rename the document “2002 Version 2.0” and that the committee would revisit the list at a minimum of once per year to reevaluate it. The list will be treated as a “living document” and will be subject to change as need be.
- Myla Florence asked that they get an update on what other committees are doing in regard to these items.
- The list needs to include input from Taxation, DMV and PEBS. They will bring their suggestions to the next meeting.

Myla Florence moved to formally adopt the list. John Neill seconded and the motion was approved unanimously.

Kathy Ryan gave a brief description of NITOC (Nevada Information Technology Operations Committee), which is an oversight committee for each of the working committees. Each committee chair reports on their individual committee’s progress. It was suggested that at the next NITOC meeting, a copy of this committee’s Charter and Top Ten IT Issues List be presented.

Terry Savage reported that there was little duplication of effort among the different committees.

### **Summary on Citizen Use of Online Government**

- Attached to the minutes is a summary of online government Internet usage statistics. After much discussion, it was determined that updated information would be useful as some of the data is as much as 2 years old.
- A copy of the data used to compile the summary will be forwarded to each member of the committee.
- Ginny Lewis reported that in 2 years, DMV has handled over 200,000 transactions online. The committee asked for data showing how much an online transaction costs as opposed to an “over the counter” transaction.

### **Next Step**

Mark Blomstrom handed out a list of possible suggestions on how to proceed in order to best fulfill the committee’s mission.

It was agreed that the word “Watchdog” would be replaced with “Collaboration”.

A brief summary of what each working committee is working on will be provided in order to insure that all committees are moving in the same direction and focusing on the goals set out by the strategic planning committee.

The committee needs to define the goals and function of each item before bringing in members of other working committees for comment.

Items will be discussed according to urgency. Therefore, topic 5, IT Equipment replacement was selected for discussion first.

### **IT Equipment Replacement**

- Need to find a way to move Equipment replacement from a “one time only” budget item into the baseline budget.
- Check to see if other states have funded IT Replacement Plans.
- Get some statistical data to support the idea (i.e., cost of equipment vs. quality and quantity of work product)
- IT Costs are ongoing not a one time thing
- Data shows that hardware today can better keep up with the changing software than that of just 3 years ago. (Gartner report)

- Prioritize which computers will be replaced.
- Is there an avenue for “recycling” equipment? One person’s outdated Windows 95 machine may be a 286 user’s dream.

At the next meeting, information will be provided to help clear up some of these questions. Further discussion will be held on this issue as well as IT Training needs and Optimization.

#### **IV OLD BUSINESS/COMMENTS**

Myla Florence thanked Terry Savage and DoIT for all the Gartner statistical information.

#### **V WRAP UP**

- Next meeting scheduled for Wednesday, March 20, 2002, HR Director’s Office conference room, 6<sup>th</sup> floor of Kinhead building.
- With no further business to discuss, it was moved, seconded, and approved to adjourn.

#### **ACTION ITEMS**

<b>Item No.</b>	<b>Description</b>	<b>Assigned To</b>
1.	Each member of the committee should submit to Mark Blomstrom what he or she feels the meaning/goals for each item on the Top Ten IT Issues list is. Mark will assemble this information for further discussion at the March Meeting.	Mark Blomstrom
2.	Tax, PEBS and DMV will submit their input regarding the ranking of Top Ten list.	Chuck Chinnock, Woody Thorne and Ginny Lewis
3.	The following items will forwarded to the members of the Strategic Planning Committee: <ul style="list-style-type: none"><li>• Copy of the Online Government Internet Usage Statistics</li><li>• PSP defining user definition (power, average, low end)</li><li>• The Gartner study of Equipment Replacement</li></ul>	Alisanne Maffei